

187 Meredith ave
Bryn Mawr PA 19010



28 Pa. Code § 717.17. Personnel Management

The licensee shall develop and implement written personnel policies and procedures in compliance with State and federal employment laws. The written policies and procedures must include:

Use of Volunteers:

- Volunteers contribute to Savage Sisters Recovery inc street based outreach events. Volunteers help transport materials from our storage location to McPherson Square, and then help set up tables, tents, and materials for distribution. Volunteers then join their assigned stations, which consist of manning tables, handing materials out on the go, and taking part in the clean up / beautification efforts. Volunteers are not used in our transitional recovery housing program.

Rules of conduct:

- No member of the Savage Sisters Recovery inc, be it staff, board, volunteer, or house manager shall derive any personal profit or gain, directly or indirectly, by reason of his or her service as a member of Savage Sisters Recovery Inc. Members of Savage Sisters shall conduct their personal affairs in such a manner as to avoid any possible conflict of interest with their duties and responsibilities as members of Savage Sisters Recovery inc. Nevertheless, conflicts may arise from time to time.
- Any conflicts of interest, including, but not limited to financial interests, on the part of any Savage Sisters Recovery Member, shall be disclosed to an executive team member, or a member of the Board of directors when the matter has shown to reflect a conflict of interest, and through an annual procedure for all Board members to disclose conflicts of interest.
- Prohibition Against Sexual Harassment: Savage Sisters Recovery Inc strives to maintain a workplace that is free from illegal discrimination and harassment. While all forms of harassment are prohibited, it is the organization's policy to emphasize that sexual harassment is specifically prohibited. Any member who engages in discriminatory or harassing conduct towards is subject to removal from being a member of Savage Sisters Recovery inc as a staff, board, volunteer, resident or house manager. Complaints alleging misconduct will be investigated promptly and as confidentially as possible by a task force of the Board of directors appointed by the Executive/Governance Committee.
- Confidentiality: Savage Sisters Recovery Inc. members are reminded that confidential financial, personnel and other matters concerning the organization, donors, volunteers, staff or clients/consumers are to be kept confidential. Organization members should not disclose such confidential information to anyone.
- Savage Sisters strictly prohibits the use, possession, and/or sale of illegal drugs, drug paraphernalia, or unsanctioned use of alcohol at Savage Sisters' property or events. Information concerning drug and/or alcohol test results and information concerning violations of this policy will be treated as confidential information. Such information will be released only to management representatives

who have a need to know. Test results or documentation showing the employee has been subject to random drug testing shall be provided to that employee or to his/her designated representative, upon written request by the employee.

Supervision of staff:

- Executive Staff, which consists of the Executive Director, and the Director of Operations, receive supervision from the Board of Directors. The Executive Director and the Director of Operations supervise the Property Managers, and the Outreach Coordinator. The Executive Director, the Director of Operations, and the Property Managers supervise the House Managers.

Orientation of new employees:

- All incoming staff / house managers must
 - Submit to a Criminal Background Check
 - Sign Savage Sisters Recovery Inc Code of Conduct
 - Sign Drug Use Policy
 - Sign House Managers Information form
 - Any relevant Conflict of Interest policies must be signed
 - Family Conflict of Interest Policy
 - Workplace Relationships Conflict of Interest Policy
 - Financial Gains Conflict of Interest Policy
- Incoming Staff / House Managers must receive training before and during their employment
 - Directors must obtain within 90 days:
 - CPR training certificate
 - First aid training
 - Overdose reversal medication administration training
 - HIV/AIDS, tuberculosis and sexually transmitted diseases training using a Department approved curriculum
 - Fire prevention and emergency prep
 - House Managers must complete Manager training with the Property Manager, and the Director of their program before entering the position.
 - House Managers must attend continuous training sessions with their Property Manager, completing at least four within the first 90 days
 - House Managers must also obtain within 90 days:
 - CPR training certificate
 - First aid training
 - Overdose reversal medication administration training
 - HIV/AIDS, tuberculosis and sexually transmitted diseases training using a Department approved curriculum
 - Fire prevention and emergency prep
 - Property Managers must complete the Introductory Manager training with the Director of their program before stepping into the role of Property Manager
 - Property Managers must attend continuous training sessions with the Director of their program, completing at least four within the first 90 days
 - If not already obtained, Property Managers must also obtain within 90 days:
 - CPR training certificate

- First aid training
 - Overdose reversal medication administration training
 - HIV/AIDS, tuberculosis and sexually transmitted diseases training using a Department approved curriculum
 - Fire prevention and emergency prep
- Prohibition on providing or using alcohol or illicit drugs on the premises of the drug and alcohol recovery house, including consequences for a violation of the policy.
 - a. Savage Sisters strictly prohibits the use, possession, and/or sale of illegal drugs, drug paraphernalia, or unsanctioned use of alcohol at Savage Sisters' property or events. Information concerning drug and/or alcohol test results and information concerning violations of this policy will be treated as confidential information. Such information will be released only to management representatives who have a need to know. Test results or documentation showing the employee has been subject to random drug testing shall be provided to that employee or to his/her designated representative, upon written request by the employee.
 - b. Employees found to be in violation of this policy by either directly possessing or using alcohol or drugs, as described above, or through a verified positive drug test or by court conviction, will need to complete a minimum of 21 days inpatient treatment. Any employee who fails to cooperate with the requirements set forth in this policy, including refusal to test, failure to provide a specimen within a reasonable time, failure to report for a scheduled appointment to provide a specimen or adulteration of a specimen, will be subject to disciplinary action which may include immediate termination of employment.
 - c. ALCOHOL AND DRUG POLICY ACKNOWLEDGMENT I,
 _____, acknowledge that I have read the Savage Sisters alcohol/drug policy, and that I fully understand that violation of this policy will be grounds for immediate termination of my employment.

Relapse of recovering staff and volunteers, including consequences for a violation of the policy:

- In case of an emergency or relapse that requires the temporary or permanent replacement of the President or the Executive Director, the following plan will be implemented.
 - In case of an emergency regarding the President of the Board of Directors, a special meeting will be requested by the Executive Director. At the meeting, the Vice President will step into their position, and fulfill their responsibilities. Another board member will be asked to step into the role of Vice President, and fulfill their responsibilities. Following the meeting, a search for a new board member will commence to fill the vacancy on the board.
 - In case of an emergency regarding the Executive Director, a special board meeting will be called by the President of the Board of Directors. At the meeting, the President will step down from their role, and assume the responsibilities of the Executive Director. Next, the emergency plan regarding the filling of the the President's position will ensue.
- In case of an emergency or relapse that requires the temporary or permanent replacement of any staff - including house and property managers - the remaining property managers and executive staff will step in to fill any immediate responsibilities.
 - Consequences for relapse may result in the termination of employment at Savage Sisters

Recovery, though it will not necessarily result in termination. Termination is left to the discretion of the Executive Director, and should be based on the situation surrounding the relapse. Important factors in enforcement of termination include whether the employee agreed to go to treatment to address their relapse, if they committed any crimes during their relapse, i.e stealing from the house, and if they able to regain significant sobriety time before regaining their position, i.e 180 days of sobriety.

Completion of a Pennsylvania State Police Criminal history record check for house managers, all staff and volunteers prior to beginning services at the drug and alcohol recovery house is required.

28 Pa. Code § 717.18. Training:

- Savage Sisters Recovery Inc. House & Property Manager Training includes a review of the orgs mission, Code of Conduct, and Employee Drug Policy. Additional information covered includes House Rules, Mission Statement, Day to Day and Weekly Responsibilities, Intake Interview Process, Rule and Consequence Enforcement, UA & Breathalyzer Administration, Covid 19 Best Practices, Financial and Record Keeping Responsibilities.
- Savage Sisters Recovery Inc. Outreach Coordinator Training includes a review of the orgs mission, Code of Conduct, and Employee Drug Policy. Additional information covered includes volunteer interactions and onboarding procedures, Outreach preparation training, Inventory upkeep and maintenance training, Covid 19 Best Practices, and Outreach leadership training.
- Savage Sisters Recovery Inc. Volunteers receive Narcan and Harm Reduction training before being able to participate in our street based Outreach events. These trainings review how and when to administer Nasal Narcan, how to engage with individuals we serve and ask if they are willing to go to treatment, and offer our organizations services in providing transportation to treatment, and training on how to offer the people we serve information on Covid 19, and vaccine availability.

I, _____, recognizing the important responsibility I am undertaking in serving as a member of Savage Sisters Recovery Inc, hereby pledge to carry out in a trustworthy and diligent manner the duties and obligations associated with my role as a member and abide by this Code of Conduct. I understand that failure to abide by this Code of Conduct may result in my removal as a Savage Sisters Recovery inc Member, pursuant to the requirements and processes provided in the organization's governing documents.

Signature

Date